



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

DAVID C. HOLLISTER
DIRECTOR

STATE BOUNDARY COMMISSION

TIMELINE FOR INCORPORATION

ACTION	TIME
PART I. OBTAINING APPROVAL FOR INCORPORATION	
1. Preparation Activities: task force comprised of residents, survey, public forums	
2. Prepare draft petition	
3. Pre-review of draft petition by State Boundary Commission (optional)	Approximately 4 weeks
4. Circulate petition for signatures	
5. File petition with State Boundary Commission	
6. Boundary Commission legal sufficiency meeting	Approximately 90 days filing
7. Public Hearing conducted by Boundary Commission	Approximately 45 days after legal sufficiency meeting
8. Period to submit additional material to docket	Ends 30 days after public hearing.
9. Rebuttal period (docket open 7 days for final responses)	Approximately 60-90 days after public hearing
10. Boundary Commission Adjudication	Approximately 30 days after rebuttal period
11. Boundary Commission adopts Findings	Approximately 30 days after adjudication
12. Director of Department of Labor & Economic Growth Issues Order	Approximately 2-4 weeks

IF THE ORDER DOES NOT APPROVE THE INCORPORATION THE PROCESS ENDS.

IF THE ORDER APPROVES THE INCORPORATION AND A REFERENDUM PETITION IS FILED, THEN GO TO PART II.

IF THE ORDER APPROVES THE INCORPORATION AND A REFERENDUM PETITION IS NOT FILED, THEN GO TO PART III.

PART II. REFERENDUM

1. Pre-review of referendum petition by Boundary Commission (optional)	Approximately 1-2 weeks
2. Circulate referendum petition for signatures	
3. File referendum petition	Within 45 days after the Order is mailed.
4. Boundary Commission rules on legal sufficiency of referendum petition	Approximately 2 months after of filing
5. Referendum	Date set by Boundary Commission, usually within 90-120 days

IF THE INCORPORATION IS APPROVED BY REFERENDUM, THEN A CHARTER MUST BE ADOPTED WITHIN 2 YEARS OF THE DATE THE APPROVAL ORDER BECOMES EFFECTIVE.

PART III. ADOPTION OF CHARTER (Does not involve the State Boundary Commission)

1. Charter Commission candidates file nominating petitions.	
2. Election of 9 charter commissioners	
3. Write draft charter	Charter Commission must meet within 10 days of election, frame draft within 90 days
4. Charter review by governor’s office.	
5. Referendum on charter	
6. If charter does not pass repeat steps 3, 4, and 5.	
7. If charter is approved, the effective date of the new city is the date stated in the charter.	

IF A CHARTER IS NOT ADOPTED WITHIN 2 YEARS, THE INCORPORATION PROCESS ENDS.